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State Superintendent of Public Instruction

CALIFORNIA
DEPARTMENT
OF
EDUCATION

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October 19, 2001

To: Presidents of Professional Organizations, College and University Faculty, and Other Interested Individuals

From: Joanna Mendoza, Deputy Superintendent
Curriculum and Instructional Leadership Branch

Subject: **Recruitment of the Visual and Performing Arts Curriculum Framework and Criteria Committee (CFCC)**

On behalf of the Superintendent of Public Instruction and the California State Board of Education (State Board), the Curriculum Development and Supplemental Materials Commission (Curriculum Commission) is seeking experts in visual and performing arts to serve on a Curriculum Framework and Criteria Committee (CFCC). This committee will assist in the revision of the *1996 Visual and Performing Arts Framework for California Schools: Kindergarten Through Grade Twelve*. The State Board has the responsibility for adopting the Visual and Performing Arts Framework, and must ensure that the submitted document is aligned with State Board-approved Content Standards in the Visual and Performing Arts. The Curriculum Commission serves as an advisory body to the State Board and appoints committee members to assist with the preparation of framework documents. The Curriculum Framework and Criteria Committee (CFCC) will be involved with the preparation of this Framework

CFCC members play a very significant role in the Framework development process. The CFCC members operate under the guidance of the Curriculum Commission. The CFCC is an advisory committee representative of the various visual and performing arts fields, bringing a voice from each respective area of expertise while representing leading educational and community organizations. The role of the CFCC is to provide initial input into the integration of the *1996 Framework* with the State-adopted Visual and Performing Arts Content Standards. The committee will be asked to comment on areas of the framework being developed further as well as any new areas for consideration in order to assist the field in using this publication as a valuable resource.

The CFCC will convene for three meetings, a total of six days, during the months of February March and April 2002. The dates are set within the windows of February 13-15, March 11-15, and April 8-12, 2002. The specific dates will be determined upon appointment of the committee.

The Curriculum Commission makes its adoption recommendation of the framework to the State Board based on input received during the revision process. Commissioners consider the recommendations of the CFCC and written comments from the public prior to recommending the document to the State Board. Your assistance in recruiting qualified applicants for this very important advisory panel is essential and greatly appreciated. **Please duplicate and send the attached application packet to Visual and Performing Arts candidates you feel are qualified to fulfill this role.** Completed

applications must be received by Tuesday, November 27, 2001. We appreciate your support in this endeavor.

Who should be encouraged to apply?

We are interested in recruiting representatives of visual and performing arts and community organizations to serve on the CFCC who have expertise in at least one major area of the visual and performing arts disciplines as stated in the academic content standards identified for grades preK-12 listed below:

- Dance
- Music
- Theater
- Visual Art

Additionally, expertise in the administration or teaching of grades pre-kindergarten – grade twelve, leadership experience in the visual and performing arts and/or professional arts experience will also be considered.

How will your organization, college or university benefit?

As a CFCC member the applicant will enhance his/ her knowledge of curriculum and instruction in the visual and performing arts. CFCC members will also become extremely knowledgeable about the visual and performing arts content standards, criteria used to adopt instructional resources at the state level, and components for implementation of a rigorous visual and performing arts curriculum. CFCC members have an opportunity to help ensure that the framework is accurate and reflects current and confirmed subject matter research. CFCC participants will make a valuable contribution to improving the quality of visual and performing arts instruction in California's K-12 schools, thus students will be better prepared to pursue careers in the visual and performing arts and related fields.

What expenses will be covered?

Travel and per diem expenses will be covered for members of the Visual and Performing Arts CFCC, but no other reimbursement, such as pay for stipends or substitute teachers, is provided.

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California Department of Education
Application for Appointment to the Curriculum Frameworks and Criteria Committee

Applications must be received, postmarked, or dated (if sent by delivery service) no later than <u>Tuesday, November 27, 2001</u>. Please complete Parts I through V and return application with attachments as indicated to:	Curriculum Frameworks and Instructional Resources Division California Department of Education Attention: Stacy Sinclair 721 Capitol Mall, sixth floor Sacramento, California 95814 (916) 657-4736 (phone); (916) 657-4138 (fax)
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The Curriculum Development and Supplemental Materials Commission (Curriculum Commission) serves as an advisory body to the California State Board of Education (State Board) and appoints a panel of reviewers to study and recommend high quality instructional materials for use in grades K-8. Curriculum Frameworks and Criteria Committee (CFCC) members play a very significant role in the framework adoption process. They bring a voice from each respective area of expertise (dance, theater, music, and visual arts) while providing initial input into the integration of the 1996 framework with the State-adopted Visual and Performing Arts Content Standards. The committee will be asked to comment on areas of the framework being developed further as well as any new areas for consideration in order to assist the field in using this publication as a valuable resource.

Part I. Background Information

Last Name		First Name		Middle Name or Initial	
Home Address					
City		County		State	Zip Code
Home Phone Number ()			Business Phone Number ()		
Fax Number ()			E-mail Address		

Business Address (If Applicable)

Employer's Name and Address (e.g., University or Company)		Applicant's Work Site Address, if different (e.g. branch or office)	
Employment Position or Status			

Employer Representative (If Applicable)

Name and Address of employer (i.e. District Superintendent)	Phone Number ()
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CURRENT RESPONSIBILITIES. Briefly describe your current employment (or comparable) responsibilities. If you are a classroom teacher, include the classes you are currently teaching, the grade level(s), and the language of instruction if other than English.

PREVIOUS EXPERIENCE			
Have you served on a Framework Committee before? If yes, when?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you had recent experience(s) with a formal process involving the development of a curriculum framework?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, when?
Area(s) of expertise: <input type="checkbox"/> Dance <input type="checkbox"/> Theater <input type="checkbox"/> Music <input type="checkbox"/> Visual Arts			
Grade level(s) of expertise: <input type="checkbox"/> preK – 2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12			
Indicate below language(s) other than English in which you are academically fluent:			
Language:	Speak	Read	Write
Language:	Speak	Read	Write

The following information is optional but would be helpful to ensure that the advisory body has balanced representation (government Code Sections 11140-11141)

- | | | |
|-------------------------------------------|-------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Asian | <input type="checkbox"/> Native American | <input type="checkbox"/> Decline to state |
| <input type="checkbox"/> African American | <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> Female |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> White | <input type="checkbox"/> Male |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other (Specify) | |

Check as many as apply to you:

- ☐ Administrator
- ☐ Education specialist (area _____)
- ☐ Teacher
- ☐ Parent
- ☐ Community Member
- ☐ Practicing artist
- ☐ Other _____

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KNOWLEDGE OF STANDARDS. What specific background or experience have you had with the Visual and Performing Arts Content Standards?

SPECIALIZED TRAINING IN THE VISUAL AND PERFORMING ARTS. Please indicate any recent specialized training you have had in teaching or learning of visual and performing arts.

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Part II. Acknowledgements

Participation as a member of a CFCC is a tremendous professional opportunity. It represents a significant commitment of time and personal energy. Travel and per diem costs are reimbursed at standard state rates; however, no stipend or substitute pay are provided. To ensure your commitment and understanding of the time required to serve as a CFCC member, the following signatures are required to verify district or organization support and availability during the process.

Section I: Applicant's Acknowledgment	
<p>I understand that this application becomes public information when submitted for membership on the Visual and Performing Arts CFCC. I also understand that serving as a member of the committee is demanding in terms of time and personal energy for a period of about two months (Please see Attachment A for dates). I expressly recognize that, if appointed as a CFCC member, I must:</p> <ul style="list-style-type: none"> ✓ Participate fully in three scheduled meetings (one to three days each). ✓ Expect to spend a considerable amount of extra time between meetings writing or researching portions of the document, as needed. 	
Print Name of Applicant	
Signature of Applicant	Date

Section II: Supervisor's/ Employer's Acknowledgment (completed by supervisor/ principal/ dean)			
<p>Serving on the Visual and Performing Arts CFCC is professionally demanding. The strongest committee members are respected professionally and in their communities, are creative, flexible, responsible and work well with others. I recommend this applicant as a potential member of the Visual and Performing Arts CFCC. I have read the information about the Visual and Performing Arts CFCC and understand that my organization/ district/ institution of higher education is responsible for assisting our participant to fulfill his/ her obligations by providing release time and class coverage to attend the training and deliberation meetings.</p>			
Printed Name of Immediate Supervisor (e.g. School Principal)		Printed Name of Authorized Employer Representative, (e.g. District Superintendent)	
Signature of Immediate Supervisor	Date	Signature of Authorized employer Representative	Date

Section III: Acknowledgment (completed by district superintendent or comparable administrator)			
<p>I have read the information about the Visual and Performing Arts CFCC and understand that my organization/ district/ institution of higher education is responsible for assisting our participant to fulfill his/ her obligations by providing release time and class coverage to attend the training and deliberation meetings.</p>			
Printed Name of Immediate Supervisor (e.g. School Principal)		Printed Name of Authorized Employer Representative, (e.g. District Superintendent)	
Signature of Immediate Supervisor	Date	Signature of Authorized employer Representative	Date

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Part III. Short Written Response Questions

Please address each of the following questions thoughtfully and concisely. You are encouraged to answer all three questions on one sheet of paper. You may use additional sheets if necessary, but your answers must be **no longer than one page per question**. Answers must be typed in at least a 12 point font with 3/4 inch margins. Please include your name on each page and include the question before your response. While we realize that parent and community members may not have teaching experience, we specifically encourage them to apply. If you do not have teaching experience, answer the questions based on your interest in the visual and performing arts and your personal / professional experience.

1. How does your academic, professional and/ or personal background qualify you for the task of serving on the Visual and Performing Arts Curriculum Framework Criteria Committee and / or Field Review Advisory Groups, and explain why you wish to serve?
2. Share your interest in or understanding of a recent development in visual and performing arts research or education.
3. Describe an activity, lesson, or instructional unit that you might use or have used with students that teaches a visual or performing arts standard(s). Include how you would assess the students' understanding of the lesson or unit.

Part IV. Professional References

Professional References. Please list three professional references. These should be people unrelated to you who are familiar with your work, background, and talents.

1. Reference's Name		Phone Number
Address		()
City	State	Zip Code
2. Reference's Name		Phone Number
Address		()
City	State	Zip Code
3. Reference's Name		Phone Number
Address		()
City	State	Zip Code

Letter(s) of Recommendation. Letters of recommendation may be attached, but they are not required.

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Part V. Conflict of Interest Disclosure Statement

Your answers below will serve as the disclosure of certain information as required by the "Statement of Activities that are Inconsistent, Incompatible, or in Conflict with Duties of a Member of an Educational Policy Advisory Commission or a committee or Panel Thereof," as amended November 10, 1977 (see attachment #1) Your answers will be the basis for an eligibility ruling by the State Board's Legal Counsel in the event some activity appears to be inconsistent, incompatible, or in conflict with the duties assigned to the advisory framework committee.

By answering this questionnaire frankly and completely, you are assured that you are complying with the requirements of the incompatibility statement, and a favorable ruling is your assurance that you are not in conflict with the requirements of the statement.

1. Are you currently employed by or under contract to any person, firm, or organization which will do business with or submit instructional material to the Instructional Materials Advisory Panel?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNCERTAIN
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If YES or UNCERTAIN, please explain and provide as much detail as possible, including name of firm, nature of contract and compensation.

2. Have you ever been employed by or had any other kind of contractual relationship with any person, firm, or organization doing business with, or submitting instructional materials to, the Instructional Materials Advisory Panel?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNCERTAIN
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If YES or UNCERTAIN, please explain and provide as much detail as possible, including name of firm, nature of contract and compensation.

3. Do you expect to receive any royalty payments during your period of service on a Curriculum Framework and Criteria Committee?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNCERTAIN
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If YES or UNCERTAIN, please explain and provide as much detail as possible, including name of firm, nature of contract and compensation.

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4. Were you or any member of your household an author, contributor, or editor of (or consultant on) any textbook, other curriculum material, or project proposal that is likely to be submitted to a Visual and Performing Arts Instructional Materials Advisory Panel?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNCERTAIN
If YES or UNCERTAIN, please explain and provide as much detail as possible, including name of firm, nature of contract and compensation.	

5. Have you received compensation, or do you expect to receive compensation, or do you have any other kind of contractual relationship with any organization that is either a subsidiary, parent organization, or "sister organization" of any entity which will do business with your advisory body or will submit materials to your advisory body? California?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNCERTAIN
If YES or UNCERTAIN, please explain and provide as much detail as possible, including name of firm, nature of contract and compensation.	

CERTIFICATION	
The answers to the foregoing questions on conflict of interest are true and correct to the best of my knowledge and belief.	
Printed Name of Applicant	
Signature of Applicant	Date

Completed applications must be received, postmarked, or dated (if sent by delivery service) no later than <u>Tuesday, November 27, 2001.</u>

A completed application includes: <ul style="list-style-type: none"> ✓ Application pages 1-8 with signatures as indicated. ✓ Responses to the questions in Part III. ✓ A copy of the applicant's curriculum vitae or résumé (2-3 pages only). ✓ At least one, but not more than three letters of recommendation. (Optional) 	Please send your completed application to: Curriculum Frameworks and Instructional Resources Office (CFIR) California Department of Education Attention: Stacy Sinclair 721 Capitol Mall, Sixth Floor Sacramento, CA 95814 (916) 657-4736 (phone); (916) 657-4138 (Fax)
Original signatures are needed. If this application is faxed, please send the original document. If you have questions regarding the attached application packet, please contact Stacy Sinclair in the CFIR Office at (916) 657-4736 or ssinclai@cde.ca.gov.	

STATEMENT OF ACTIVITIES THAT ARE INCONSISTENT, INCOMPATIBLE, OR IN
CONFLICT WITH DUTIES OF A MEMBER OF AN EDUCATIONAL POLICY
ADVISORY COMMISSION OR A COMMITTEE OR PANEL THEREOF

Education Code Section 33031 empowers the State Board of Education to adopt rules and regulations for its own governance and for the governance of its appointees and employees.

In order to protect the integrity and impartiality of advice to and decisions by the State Board of Education, the Board has determined the following employments, activities, and enterprises of any member of an educational policy advisory commission set forth in Sections 33500 through 33596 of the *Education Code* and committees and panels which are advisory to such commissions to be inconsistent, incompatible, or in conflict with the duties of such membership.

1. INCOMPATIBLE ACTIVITIES

- A. Using the prestige or influence of such membership for the member's private gain or advantage or the private gain or advantage of another.
- B. Using for private gain or advantage, the facilities, equipment, or supplies of the state.
- C. Using confidential information acquired by virtue of such membership for the member's private gain or advantage, or the private gain or advantage of another.
- D. The acceptance or receipt of any gift, money, gratuity, emolument, meal, beverage, entertainment, favor, or other valuable thing, from any person, firm, or entity which does or is likely to do business with or submit materials or proposal to the commission of which he or she is a member or to which he or she renders advice.
- E. The appearance at a legislative hearing or before any administrative or judicial agency or tribunal purporting to represent the State Board of Education or the commission without approval in writing from the president of the State Board.
- F. Discussing any proposal or material which has been or is likely to be submitted to the commission of which he or she is a member or to which he or she renders advice with the person, firm, or entity submitting such proposal or material or their representative except in a scheduled meeting authorized by the chairperson of the commission, committee, or panel, provided, however, that nothing contained herein shall restrict the member in the performance of any other employment, occupation, or profession.

2. CONFLICTS OF INTEREST

- A. Members of educational policy advisory commissions or committees or panels which are advisory to such commissions shall not be financially interested in any matter subject to review or approval by the commission of which they are members, including any employment; or have or negotiate any other contractual relationship with any person, firm, or organization submitting materials to or otherwise doing business with the commission of which they are members. As used in this paragraph, a prohibited financial interest or other contractual relationship includes:
 - (1) The receipt of payments or other compensation from such person, firm, or organization.
 - (2) An interest as contributor, author, editor, or consultant of any textbook or other material submitted to the commission of which they are members or to which they render advice, with respect to persons serving on a commission, committee, or panel on or before February 1, 1975.
 - (3) The receipt of payments described in subdivision (1) from, or a contractual relationship with a person, firm, or organization (except an institution of higher education) which is a subsidiary of, controls, or is controlled by an entity which controls a firm or organization submitting material to or otherwise doing business with a commission.

- B. A member shall not be deemed to be interested in a matter within the meaning of this paragraph if he has only a remote interest in the matter and if the fact of such interest is disclosed in open meeting to the commission of which he is a member or an advisor and noted in its official minutes, and is also disclosed to the State Board and thereafter the commission or its advisory committee or panel authorizes, approves, or recommends the matter in good faith by a vote of its membership sufficient for the purpose without the participation of the member in the evaluation or discussion of the matter and without counting the vote of the member with the remote interest.
- C. As used in this paragraph, "remote interest" means:
- (1) That as a non-salaried officer of a nonprofit organization.
 - (2) That as an employee or agent of a public entity or institution of higher education, if such entity or institution has ten (10) or more other employees or agents and the individual has been an employee or agent of said entity or institution for at least three years prior to his initially accepting his appointment to the commission, committee, or panel.
 - (3) That as an editor, consultant, contributor, or author of a textbook or other materials which are not under consideration or review by the commission, when such service was performed prior to membership on the commission, committee, or panel and the member does not retain a present or future right to whatever compensation or other payments would accrue during service on the commission, committee, or panel.
- D. A member who, as a former consultant on textbooks or other materials, whether or not under consideration or review by the commission, shall not be deemed to be interested in a matter within the meaning of paragraph A (above) if he or she:
- (1) Has, neither presently nor for two years prior to membership on the commission, committee, or panel, had any contractual relationship or received any compensation for such consultant service.
 - (2) Has, at any time prior to two years preceding membership, received a total payment per year for all such services which, in the judgment of the Board, is minimal.
 - (3) Does not retain a present or future right to whatever compensation or other payments would accrue during service on the commission, committee, or panel.

Adopted: July 13, 1973
Amended: March 14, 1974
December 12, 1974
October 15, 1976
November 10, 1977